

**THE CODE OF  
CONDUCT AND  
ETHICAL STANDARDS  
FOR GOVERNMENT  
OFFICIALS AND  
EMPLOYEES  
(RA 6713)**

**Set of ethical  
standards for all  
who serve in the  
government**

# Objective

---

Like Ceasar's wife, our public servants must be beyond reproach. A clear-cut legislative act is therefore necessary that shall embrace all in government service and lay down black and white the conduct of public officers. Any deviation from it should merit the imposable penalties in order to weed out the good from the bad. Then can the people rest assured that those in public office are worthy of public trust.

FRANCISCO S. SUMULONG, SR. (Explanatory note)



# The Problem of Control

- “If men were angels, no government would be necessary. If angels were to govern men, neither external or internal controls on government would be necessary. In framing a government which is to be administered by men over men, the great difficulty lies in this: You must first enable the government to control the governed; and in the next place, oblige it to control itself.”

James Madison, Federalist 51  
(February 6, 1799)

# Public Ethics

---

- Demand for greater accountability and transparency
- High standards of conduct in the public service have become a critical issue for governments
- “Disconnects” between traditional values and systems governing the behavior of public servants and the roles they are expected to fill

# Canon of Public Office

---

“Public office is a public trust. Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives.

Sec. 1, Article XI, 1987 Philippine Constitution



# Concept of Public Trust

---

- Affirmative duty to pursue public interest
- Obligation to refrain from conduct that uses public office for private benefit

Source: Queensland Criminal Justice Commission, 1993

# **Principles for Managing Ethics in the Public Service**

---

**Ethical standards for public service should be clear.**

Public servants need to know the basic principles and standards they are expected to apply to their work and where the boundaries of acceptable behavior lie.

Source: OECD, 1988



# **Principles for Managing Ethics in the Public Service**

---

Ethical guidance should be available to public servants.

Training facilitates ethics awareness and can develop essential skills for ethical analysis and moral reasoning. Guidance and internal consultation mechanisms should be made available to help public servants apply basic ethical standards in the workplace.

# ***coverage***

---

- elective or appointive
- permanent or temporary
- career or non-career
- military and police (*both uniformed and non-uniformed*)
- volunteers

# ***reforms on public administrative systems***

---

## Conduct of training

- a. *Ethical and moral values*
- b. *Rights, duties and responsibilities of public servants*
- c. *Nationalism and patriotism*
- d. *Justice and human rights*



# ***reforms on public administrative systems***

---

## Conduct of training

- e. *Democracy in a free and just society*
- f. *Philippine history, culture and tradition*
- g. *Socio economic conditions prevailing in the country*
- h. *The need for a Code of Conduct and Ethical Standards*

# ***reforms on public administrative systems***

---

## Improvement of Work Systems

- Continuing study and analysis of work systems to the end that the weakest links will be eliminated and the system will be better
- Posting of workflow chart for the information and view of the public

# ***reforms on public administrative systems***

---

## Feedback Mechanism

- Consultation of the public about efficiency, effectiveness and economy of services



# ***reforms on public administrative systems***

---

## Innovations

- Innovative programs should be adopted to promote morals, motivation and raising the level of observance of public service ethical standards

# ***reforms on public administrative systems***

---

## Assistory Functions

- Appointment of a resident Ombudsman in every office to act immediately on all requests for public assistance referred by the Office of the Ombudsman <sup>16</sup>

# ***transparency***

---

The state is responsible, through agency heads, to insure transparency in all kinds of public transactions



# ***transparency***

---

The public should be informed about the following:

- a. Policies, rules and procedures*
- b. Work programs, projects and performance targets*
- c. Performance reports*
- d. All documents classified as for public information*

# ***transparency***

---

Any requesting public should always be provided the information they seek except in the following instances:

- a. *Those which should be kept secret in the interest of national defense or security or conduct of foreign affairs*
- b. *If disclosure would put life and safety of an individual in imminent danger*

# ***transparency***

---

- c. *Privileged communications*
- d. *Drafts of decisions, orders and other dispositions of similar nature*
- e. *It would disclose information of a personal nature*
- f. *It would interfere in an enforcement proceedings*
- g. *It will lead to speculation on currencies or endanger the stability of any financial institution*



# ***incentives and rewards system***

---

- Granted to officials and employees who have demonstrated exemplary service and conduct in observing the following Norms of Conduct laid down in Section 4 of the Code:

# ***incentives and rewards system***

---

## **a. Commitment to public interest**

- *Upholding public interest over personal interest, efficient and effective usage of resources and no wastage in public funds and revenues*
- *Illustrative Case: (Cruz, Luis G. CSC Resolution No. 020334) “Using official vehicle despite receipt of RATA”*

# ***incentives and rewards system***

## **b. Professionalism**

- *To perform duties with the highest degree of excellence, professionalism, intelligence and skills. There must be devotion and dedication to duty and to discourage wrong perceptions of roles as dispensers or peddlers of undue patronage. (i.e., punctuality, efficiency, fairness)*



# ***incentives and rewards system***

## **c. Justness and Sincerity**

- *To be true to people at all times. To act with justness and sincerity and not to discriminate against anyone, especially the poor and the underprivileged. To respect the rights of others at all times and to refrain from doing acts contrary to law, morals or customs. Not to extend undue favor to relatives on account of one's office.*

# ***incentives and rewards system***

## **d. Justness and Sincerity**

- *Illustrative case: (RAVAGO, Winston, CSC Resolution No. 000028) “Uttering defamatory words and threatening to do bodily harm against other people violates this norm”*
- *Appointment of relatives, bilas, balae, inso or friends where the consideration is not merit and fitness but the relationship*

# ***incentives and rewards system***

---

## **e. Political Neutrality**

- *Service without regard to party affiliations. No engaging in partisan political activities. Decisions to be made must always be based on merits and should not consider political affiliation as a factor.*



# ***incentives and rewards system***

---

## **f. Responsiveness to the Public**

- *To extend prompt, courteous and adequate service to the public. Provide information on policies and procedures, encourage suggestions*

# ***incentives and rewards system***

---

## **g. Nationalism and Patriotism**

- *Maintain loyalty to the Republic and to the Filipino people. Promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. To defend Philippine sovereignty.*

# ***incentives and rewards system***

---

## **h. Commitment to Democracy**

- *To commit oneself to the democratic way of life and values, maintain the principle of public accountability and manifest by deeds the supremacy of civilian authority over the military. Uphold the Constitution at all times.*



# ***incentives and rewards system***

---

## **i. Simple living**

- *To lead modest lives appropriate to their positions and income. No extravagant or ostentatious display of wealth in any form. (Excessive display of jewelry and properties and luxurious lifestyle)*

# ***duties of public officials and employees***

---

1. Act promptly on letters and requests
  - a. *Reply must be made within fifteen (15) days from receipt*
  - b. *A simple acknowledgment suffices but it should state the action so far taken*

# ***duties of public officials and employees***

---

## 2. Submit annual performance reports

- a. All agencies shall report their performance within 45 days from the end of the year*
- b. The report shall be open to the public*



# ***duties of public officials and employees***

---

3. Process documents and papers expeditiously

*a. All papers must be processed within a reasonable time and must contain not more than three (3) signatories*

*b. If the signatories are absent an OIC should sign*

# ***duties of public officials and employees***

4. Process documents and papers expeditiously

- c. This discourages the practice of delaying the process just because the signatory is out*
- d. This will not apply to decisions on cases whether by a court or a quasi judicial body since the power to decide said cases cannot be delegated*

# ***duties of public officials and employees***

---

5. Act immediately on the public's personal transactions

- a. *Everybody must be attended to promptly and expeditiously*
- b. *There must be no discrimination as to status, race or sex*



# ***duties of public officials and employees***

---

6. Make documents accessible to the public

*a. All documents should be readily accessible to the public for inspection*

# ***prohibited acts and transactions***

---

## 1. Financial and material interest

*a. No direct or indirect financial or material interest in any transaction requiring the approval of his/her office*

# ***prohibited acts and transactions***

---

2. Outside employment and other activities related thereto
  - a. *No employment in any private enterprise regulated or supervised by his/her office unless expressly allowed by law*
  - b. *No engaging in the private practice of profession unless permitted by the head of agency*



# ***prohibited acts and transactions***

3. Outside employment and other activities related thereto

*c. Must not recommend any person to any position in a private enterprise which has a regular or pending official transaction with one's office*

*d. The prohibition continues for one (1) year after resignation, retirement or separation from the service except the private practice of profession which cannot be done only in the same agency for the same period*

# ***prohibited acts and transactions***

---

4. Disclosure and/or misuse of confidential information
  - a. *No disclosure of security matters*
  - b. *No disclosure of drafts of decisions or orders*
  - c. *No disclosure of matters identified as confidential by the proper authorities*

# ***prohibited acts and transactions***

## 5. Solicitation and/or acceptance of gifts

- a. The prohibition is absolute with respect to people with transactions in one's office*
- b. If there is no transaction in his/her office, gifts of nominal value can be accepted provided it is clear that the same is not in consideration of a future favor the giver expects from the public official*



# ***prohibited acts and transactions***

---

## 6. Solicitation and/or acceptance of gifts

- C. Gifts may include money, other properties, entertainment, scholarship, medical treatment or other considerations generously given by another*
- d. Solicitation from clients is absolutely prohibited*

# ***prohibited acts and transactions***

---

## 7. Disclosure of assets and liabilities

- a. Regular filling up, updating and submission of the Sworn Statement of Assets, Liabilities and Net worth*
- b. Failure to submit the SALN or any misrepresentation therein will give rise to both administrative and criminal cases*

# ***prohibited acts and transactions***

## 8. Divestment

---

- a. *Conflict of interest must be avoided at all times*
- b. *When conflict arises, he/she must resign from his position*
- c. *He/She must divest himself of any or all kinds of interest in any business or enterprise which has or may have a pending transaction in his/her office* <sup>44</sup>



# ***penalties***

1. Fine not exceeding six (6) months salary, or
2. Suspension not exceeding one (1) year, or
3. Dismissal from the service depending on the gravity of the offense.
4. Violations of Sections 7, 8, 9, are criminal in nature and punishable by imprisonment for a period not exceeding five (5) years or fine not exceeding 5,000.00.

---

Thank you!